

TENDER PREPARATION INSTRUCTIONS, EVALUATION OF TENDERS, AND AWARD SELECTION

1. INSTRUCTIONS ON TENDER PREPARATION

- A. General Information Submit an original and two copies of the tender **in English**, prepared in such format and detail as to enable the Embassy to make a thorough evaluation. The tender package shall be sealed in an envelope and clearly identify company name and manager and address or, if a private individual, complete name and contact information. Identify and explain any deviations, exceptions, or assumptions taken regarding any of the instructions or requirements.
- B. Submission Deadline. The deadline is anticipated to be late November 2011. The exact date will be confirmed shortly. Submit the complete tender to:
- Stephen Este, U.S. EMBASSY,
288, Rue 42-100 (Rue Abdallaye)
Nouakchott, Mauritania
- C. Contents of Tender. The first part of the tender will address general information about the person/firm submitting the tender, including experience and references. The second part of the tender will address the performance requirements. **EACH TENDER MUST BE SIGNED BY A PERSON AUTHORIZED TO BIND THE FIRM. ACKNOWLEDGE ANY AMENDMENTS TO THIS INVITATION TO TENDER IN THE FIRST PART OF THE TENDER SO THE EVALUATORS CAN BE CERTAIN THAT THE TENDER REFLECTS ANY CHANGES TO TERMS AND CONDITIONS.** Address the following areas in the order shown below:

Part I – General Information

- (a) Prior Quality of Service and Experience. List all contracts and Concessionaire Agreements your company has held over the past three years for the same or similar work. Provide customer's name, address, and telephone numbers, dates, and number of personnel providing the services, dollar value and financial arrangements, brief description of the work, and any terminations and the reason for termination.
- (b) Financial Capability. Describe your company's financial condition and capability. State what percentage of your company's estimated total business the work under this solicitation would entail during the period of any Agreement. Provide a current financial statement. Describe any assets other than cash, accounts receivable, land, buildings, or equipment carried on existing company balance sheets.
- (c) Other General Company Information. Provide copies of recent health inspections.

Part II – Performance Required

(a) Menu cycle and variety.

- (1) State the length of your menu cycle and how often it changes throughout the year. Provide the complete menu cycle that you will implement, showing **selling prices**. Include your policy for featured specials, promotional events, and merchandising practices. Summarize the number of daily items under each food category, such as luncheon entrees, vegetables, salads, desserts, beverages, soups, bread and rolls, breakfast items, sandwiches, specials, grill items, etc. Summarize the total number of different items in each category for the complete menu cycle.
- (2) For purposes of putting together offers, the following historical information may be of use.

Embassy surveys indicate a preference for a light breakfast menu and a full lunch menu, as well as drinks and snacks continually available during operating hours. Suggested items include:

Breakfast:	Lunches:	
Egg dishes (quiche, omelets)	Hamburgers	Sandwiches: grilled chicken
Pastries and croissants	Pizzas	turkey
Fresh fruit	Pasta dishes	Traditional Mauritanian food
Yogurt	Soup	(such as lamb and rice)
Coffee, tea, juice, milk	Salads	Fish fillets

Establishing a menu line directed toward traditional Mauritanian dishes and priced for Mauritanians may increase the number of non-American patrons to the cafeteria.

- (b) Menu portion, prices and standard unit measurement price. State your pricing policies and procedures for establishing portion sizes and prices. Provide a complete menu price and portion book.
- (c) Sanitation. Include standards, operating requirements, sanitation training programs, inspection procedures, frequency schedules, and management reports. See attached contract proposal for guidance.
- (d) Contractor's Maintenance, Use and Inventory Programs. Discuss use and inventory programs for all equipment and supplies used in performance of the Agreement. A preventative maintenance program shall include repairs, replacement, and other capital rehabilitation work.

D. Additional Procedures

- (1) Amendment of Invitation to Tender. If this Invitation to Tender is amended, all terms and conditions not amended remain unchanged.

(2) Media of Tenders. Telegraphic and facsimile tenders are not acceptable. After receipt of tenders, negotiations may be held. Additionally, individuals/companies submitting tenders may be requested to provide an oral presentation and/or food/beverage samples.

(3) Timeliness of Tenders. Tenders must be received at the place designated for receipt of tenders, not later than the time and date specified in this Invitation to Tender. No tender received after the due date and time will be considered.

E. Facility Viewing: Interested parties should contact Norie Phillips by email at PhillipsN@state.gov to arrange for an appointment to view the facility, currently under renovation. Viewings will take place from **September 25 to September 29, 2011.**

II. EVALUATION OF TENDERS AND SELECTION FOR AWARD

A. Evaluation. To be acceptable and eligible for evaluation, tenders must be prepared following the instructions in Section I above and must meet all the requirements set forth in the other sections of this Invitation to Tender. All tenders will be evaluated using the information presented as requested above in Section I. C., "Instructions on Tender Preparation – Contents of Tender."

B. Selection for Award. Award selection will be based on the best approach, taking into consideration the desire for quality service at reasonable menu prices, in combination with past service quality and experience. The Embassy may award this Agreement solely on the basis of the evaluation of the initial offers, without any negotiations, request for samples, or oral presentations. Therefore, tenders should be submitted on the most favorable terms possible.